

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

27 April 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-053

AMENDED

POSITION: Materials Handler (D1955000) (WG-6907-06) EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE:

\$37,712 to \$43,952 per annum

WG-06

CLOSING DATE: 11 May 2015

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite (**E5 and Below**) Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

AREA II: All Enlisted (**E5 and Below**) Members of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the WG-06 grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

SPECIALIZED EXPERIENCE: Must have eighteen (18) months experience for WG-06, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

WG-06

1. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair wear and tear.
4. Ability to read and interpret technical publications, manuals, and regulations.

COMPATIBILITY CRITERIA: AFSC: 2SXXX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2S0X1

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. No special forms are required. Applications must be forwarded Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office

distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

D1955000

25.

a. INTRODUCTION:

This position is located in an ANG Aviation Wing, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight in the Asset Management Section. The primary purpose of this position is to provide management control, oversight, coordination, and issue of all individual equipment and clothing items to wing customers. This position facilitates the primary mission of procurement, receiving, distributing, tracking, accountability, reporting, and serving as the primary point of contact for base individual equipment and clothing. A broad general knowledge of general supply, storage, distribution, and inventory specializations is required.

b. DUTIES AND RESPONSIBILITIES:

- (1) Manages, controls, and operates the Individual Equipment Element exercising control over clothing and individual equipment items. Identifies requirements and determines source of supply, in accordance with AFMAN 23-110 and the Federal Acquisition Regulation, to satisfy customer requests and initiates procurement action through either the Standard Base Supply System, Virtual Prime Vendor (VPV)/ KYLOC, or Government Purchase Card. Determines appropriate line of accounting to obligate funds prior to acquisition. Performs a monthly reconciliation of all GPC purchases and expenditures and performs a monthly reconciliation of all KYLOC receipts and pre-bills.
- (2) Ensures items are verified against receiving documents/invoices as to stock number, quantity, size, etc. Provides notification to customer when assets are available. Manages the control and security of assets pending distribution to customer. Establishes a holding area to facilitate maximum convenience in locating and handling of customer requested items until relinquished to customer.
- (3) Operates a central issue and turn in point for individual clothing and equipment including special items authorized by Allowance Source Code authorization, AFSC, or duty assignments; common use items; field equipment; etc. Ensures uniforms are tailored with the proper insignia via locally established contract. Inspects and determines serviceability of uniforms turned in ensuring serviceable items are cleaned prior to re-issue. Receives customer requests by phone, written documentation, or personal visit, and acts expeditiously to promote effective customer support. Determines the stock number, unit of issue, and source of supply in order to assist the requester in obtaining the needed number of items, and completes required issue documents. Issues sized items of personal and survival equipment. Reviews and validates Allowance Source Code authorizations with commander(s) of supported organizations.

Also reviews applicable theater specific requirements ensuring deploying personnel are adequately outfitted prior to departure.

(4) Computes and establishes levels of all items to be stored by the element including initial stock levels and special levels based on prior demand, known requirements, forecasted needs, and storage space. Receives individual clothing and equipment turned in for like items. Identifies items which can be reused or repaired and applies appropriate credit code on turn-in documentation. Evaluates condition and determines need of laundry or dry cleaning. Locates items to be turned-in to Defense Reutilization and Marketing Office as appropriate.

(5) Maintains required jacket files and records of individual equipment assets and individual clothing records. Performs an annual validation of flying status duty codes for rated officers. Coordinates with the MPF and unit commanders for personnel in/out-processing ensuring returnable assets are returned prior to personnel departing the installation. Initiates cash collection process and/or reports of surveys for missing assets. Determines and initiates inputs to load or change exception data on item records managed by Individual Equipment Element.

(6) Responsible for reports, listings, management notices and rejects. Reviews delinquent document listing daily to ensure all issue documents are accounted for; reviews reject listing daily for corrective action; checks the Daily Document Register (D04) for transactions that affect the IEE.

(7) Maintains files on correspondence, management notices, technical orders, Controlled Multiple Address Letter (CMAL), regulations, etc. Coordinates with materiel management functions, organization commanders and customers as required. Initiates correspondence and reports as required. Provides training and supervision for assigned subordinate drill status personnel as required. Evaluates and recommends customer training for supported organizations.

(8) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

--Requires skill in storing incoming items and verifying overages, shortages, or damaged items-.

--Requires skill to select storage locations to provide maximum use of storage area, while considering the movement of materiel with a high turnover rate.

--Requires skill in researching inventory variances and determining cause of discrepancies. Knowledgeable of LOQMARS and hand held terminal procedures.

--Requires skill in customer relations.

d. RESPONSIBILITY:

Works under the general supervision of the Asset Management Section Supervisor. Performing duties in accordance with established policies and procedures, referring only problems of a difficult nature to supervisor for advice and guidance. Review of work is made on the basis of results achieved through observation of ability to meet time schedules and quality of service rendered.

e. PHYSICAL EFFORT:

Performs work on hard surfaces and in work areas that require standing, stooping, bending, and working in tiring and uncomfortable positions. May be required to work at a rapid pace for long periods at a time. Frequently lifts and carries supplies, and equipment up to 70 pounds. May handle some items over 70 pounds.

f. WORKING CONDITIONS:

Work is primarily performed in an office setting. May work in areas that are hot, cold, damp, drafty, or poorly lighted. Work may be dirty, dusty, and greasy.

g. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

